



# BOARD OF DIRECTORS MEETING AGENDA

**April 1, 2021 Regular Meeting  
6:30 p.m.**

Meeting link:

<https://sweetwaterspringswaterdistrict.my.webex.com/sweetwaterspringswaterdistrict.my/j.php?MTID=m8488472cc26d56b9b6b228e6ef06c5b7>

Meeting number: 182 852 2725  
Password: M7VeB3wm9u6

OR

Join by phone: +1-415-655-0001 US Toll  
Access code: 182 852 2725  
Password: 67832396

***All guests that join the virtual meeting will be muted with their camera/ video turned off. Guest(s) will be unmuted and video turned on when they are speaking. Proper decorum including appearance is required.***

NOTICE TO PERSONS WITH DISABILITIES: It is the policy of the Sweetwater Springs Water District to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. Upon request made at least 48 hours in advance of the need for assistance, this Agenda will be made available in appropriate alternative formats to persons with disabilities. This notice is in compliance with the Americans with Disabilities Act (28 CFR, 35.102-35.104 ADA Title II).

Any person who has any questions concerning any agenda item may call the General Manager or Assistant Clerk of the Board to make inquiry concerning the nature of the item described on the agenda; copies of staff reports or other written documentation for each item of business are on file in the District Office and available for public inspection. All items listed are for Board discussion and action except for public comment items. In accordance with Section 5020.40 et seq. of the District Policies & Procedures, each speaker should limit their comments on any Agenda item to five (5) minutes or less. A maximum of twenty (20) minutes of public comment is allowed for each subject matter on the Agenda unless the Board President allows additional time.

## I. CALL TO ORDER ***(Est. time: 2 min.)***

- A. Board members Present
- B. Board members Absent
- C. Others in Attendance

II. CHANGES TO AGENDA and DECLARATIONS OF CONFLICT  
**(Est. time: 2 min.)**

III. CONSENT CALENDAR **(Est. time: 5 min.)**

**(Note: Items appearing on the Consent Calendar are deemed to be routine and non-controversial. A Board member may request that any item be removed from the Consent Calendar and added as an “Administrative” agenda item for the purposes of discussing the item(s)).**

- A. Approval of the Minutes of the March 4, 2021 Board Meeting and the March 21, 2021 Special Board Meeting
- B. Approval of Operations Warrants/Online payments/EFT payments
- C. Receipt of Item(s) of Correspondence.
  - (1) Letter dated March 14, 2021 from Debra Johnson, Owner, Riverlane Resort, Guerneville

*Please note: Correspondence received regarding an item on the Administrative Agenda is not itemized here, but will be attached as back-up to that item in the Board packet and addressed with that item during the Board meeting*

IV. PUBLIC COMMENT: The District invites public participation regarding the affairs of the District. This time is made available for members of the public to address the Board regarding matters which do not appear on the Agenda, but are related to business of the District. Pursuant to the Brown Act, however, the Board of Directors may not conduct discussions or take action on items presented under public comment. Board members may ask questions of a speaker for purposes of clarification.

V. ADMINISTRATIVE

- A. Discussion/Action re Billed Revenue Investigation *(Est. time 10 min.)*
- B. Discussion/Action re FY 2021-22 Draft Budget *(Est. time 10 min.)*
- C. Discussion/Action re CIP FY 2020-21 and Community Development Block Grant (CDBG) Funding Status update. *(Est. time 15 min.)*
- D. Discussion/Action re Local Hazard Mitigation Plan Update/Timeline *(Est. time 10 min.)*
- E. Discussion/Action re 2020 Urban Water Management Plan *(Est. time 10 min.)*

VI. GENERAL MANAGER’S REPORT

VII. BOARD MEMBERS’ ANNOUNCEMENTS

VIII. ITEMS FOR NEXT AGENDA

IX. CLOSED SESSION

- A. Conference with Legal Counsel – Significant exposure to litigation pursuant to subdivision (d)(2) and (e)(4) of Section 54956.9 regarding 17448 River Lane property (one case)
- B. Pursuant to Gov. Code Section 54957(b)(1) – Public Employee Performance Evaluation  
Title: General Manager

ADJOURN

## **Sweetwater Springs Water District Mission and Goals**

The mission of the Sweetwater Springs Water District (SSWD) is to provide its customers with quality water and service in an open, accountable, and cost-effective manner and to manage District resources for the benefit of the community and environment. The District provides water distribution and maintenance services to five townships adjacent to the Russian River:

- Guerneville
- Rio Nido
- Guernewood Park
- Villa Grande
- Monte Rio

**GOAL 1: IMPLEMENT SOUND FINANCIAL PRACTICES TO ENSURE EFFECTIVE UTILIZATION OF DISTRICT RESOURCES**

**GOAL 2: PROVIDE RELIABLE AND HIGH QUALITY POTABLE WATER WITH FACILITIES THAT ARE PROPERLY CONSTRUCTED, MANAGED AND MAINTAINED TO ASSURE SYSTEM RELIABILITY**

**GOAL 3: HAVE UPDATED EMERGENCY PREPAREDNESS PLANS FOR ALL REASONABLE, FORESEEABLE SITUATIONS**

**GOAL 4: DEVELOP AND MAINTAIN A QUALITY WORKFORCE**

**GOAL 5: PROVIDE EXCELLENT PUBLIC OUTREACH, INFORMATION AND EDUCATION**

**GOAL 6: ENHANCE BOARD COMMUNICATIONS AND INFORMATION**



## BOARD MEETING MINUTES\*

Meeting Date: March 4, 2021

(\*In order discussed)

March 4, 2021  
6:30 p.m.

**Board Members Present:**

Tim Lipinski  
Gaylord Schaap  
Larry Spillane  
Sukey Robb-Wilder  
Rich Holmer

**Board Members Absent:**

(None)

**Staff in Attendance:**

Ed Fortner, General Manager  
Julie Kenny, Secretary to the Board

**Others in Attendance:**

Rachel Hundley, Legal Counsel  
Lloyd Guccione

### I. CALL TO ORDER (6:30 p.m.)

The properly agendized meeting was called to Order by President Robb-Wilder at 6:31 p.m.

### II. CHANGES TO AGENDA and DECLARATION OF CONFLICT (6:30 p.m.)

(None.)

### III. CONSENT CALENDAR (6:30 p.m.)

President Robb-Wilder reviewed the items on the Consent Calendar. Director Holmer moved to approve the Consent Calendar. Director Lipinski seconded. Motion carried 5-0. following items were approved:

- A. Approval of the Minutes of the February 4, 2021 Board Meeting
- B. Approval of Operations Warrants/Online payments/EFT payments.
- C. Correspondence (None).

### IV. PUBLIC COMMENT (6:33 p.m.)

Public comment was made by Lloyd Guccione.

## V. ADMINISTRATIVE (6:36 p.m.) \*

*\*in the order discussed*

- V-A. (6:36 p.m.) Discussion/Action re Approval of Resolution 21-03, Emergency Contract with Piazza Construction for Water Main Replacement on Main Street, Monte Rio.** The GM provided an overview of this item. Discussion ensued. Director Holmer moved to adopt Motion 21-03, Adopting Findings and Authorizing a Contract with Piazza Construction for Emergency Work to Replace One Thousand and Forty Linear Feet of Water Main on Main Street in Monte Rio, California for Fiscal Year 2020-2021 in the Amount of \$129,222, with Authorization of Change Orders Up to \$10,000. Director Spillane seconded. Motion carried 5-0.
- V-B. (6:48 p.m.) Discussion/Action re Monte Rio Bridge Replacement project.** The GM provided an overview of this item. Discussion ensued. Comments were made by Legal Counsel Rachel Hundley. Public comment was made by Lloyd Guccione. Further discussion ensued. Further comments were made by Legal Counsel Rachel Hundley. No action was taken.
- V-C. (7:13 p.m.) Discussion/Action re Cal Fire Vegetation Removal/Mt. Jackson Contract update.** The GM provided an overview of this item. Discussion ensued. Comments were made by Legal Counsel Rachel Hundley. Further discussion ensued. Public comment was made by Lloyd Guccione. Further discussion ensued. No action was taken.
- V-D. (7:28 p.m.) Discussion/Action re CIP FY 2020-21 and Community Development Block Grant (CDBG) Funding Status update.** The GM provided an overview of this item. Discussion ensued. Director Spillane moved to adopt Resolution 21-04, Approving the Grant Agreement for Community Development Block Grant (CDBG) Funding for the FY 2020-21 Capital Project. Director Holmer seconded. Motion carried 5-0.
- V-E. (7:38 p.m.) Discussion/Action re Billed revenue investigation.** The GM provided an overview of this item. Brief discussion ensued. Public comment was made by Lloyd Guccione. Further discussion ensued. No action was taken.
- V-F. (7:57 p.m.) Discussion/Action re FY 2021-22 Draft Budget.** The GM provided an overview of this item. Board discussion ensued. Public comment was made by Lloyd Guccione. Extensive discussion continued. No action was taken.
- V-G. (8:42 p.m.) Discussion/Action re Local Hazard Mitigation Plan.** The GM provided an overview of this item. Board discussion ensued. No action was taken.

## VI. GENERAL MANAGER'S REPORT (8:53 p.m.)

The GM provided a report on the following items:

1. Laboratory testing
2. Water production and sales
3. Leaks
4. Guerneville rainfall
5. In-House Construction Projects
6. Lower Russian River Community Advisory Group Governance Meeting
7. Guerneville Park Resort update
8. Grants Update
9. Property Tax Lien Policy Change
10. Gantt Chart
11. COVID update

12. Economic Impact of No Disconnects for Non-payment

Discussion ensued.

VII. BOARD MEMBERS' ANNOUNCEMENTS/COMMENTS

(9:08 p.m.)

Director Schaap announced Northwood Golf was named "Best Golf Course No One Ever Heard About".

The GM announced an opening for a LAFCO alternate member.

VIII. ITEMS FOR THE NEXT AGENDA (9:09 p.m.)

1. Budget/Prop. 218 Notice
2. General Manager annual review
3. Undercollected billed revenue
4. Local Hazard Mitigation Plan update
5. Monte Rio Bridge Project update

IX. CLOSED SESSION

At 9:15 p.m. President Robb-Wilder announced the item for discussion in Closed Session. Public comment was made by Mark O'Flynn. Comments were made by Rachel Hundley. Further comment was made by Mark O'Flynn.

**\*\* At 9:18 p.m. the Board took a break. The meeting reconvened at 9:23 p.m.**

At 9:23 p.m. the Board went into Closed Session. At 10:04 p.m. the meeting reconvened and the following action was announced:

- A. Conference with Legal Counsel – Significant exposure to litigation pursuant to subdivision (d)(2) and (e)(4) of Section 54956.9 regarding 17448 River Lane property (one case)**

Direction was given to staff.

ADJOURN

The meeting adjourned at 10:05 p.m.

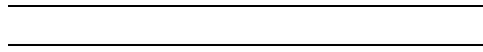
Respectfully submitted,

Julie Kenny  
Clerk to the Board of Directors

APPROVED:

Gaylord Schaap: \_\_\_\_\_  
 Sukey Robb-Wilder: \_\_\_\_\_  
 Tim Lipinski: \_\_\_\_\_

Rich Holmer  
Larry Spillane







## SPECIAL BOARD MEETING MINUTES\*

Meeting Date: March 21, 2021

(\*In order discussed)

March 21, 2021  
10 a.m.

**Board Members Present:**

Tim Lipinski  
Gaylord Schaap  
Larry Spillane  
Sukey Robb-Wilder  
Rich Holmer

**Board Members Absent:**

(None)

**Staff in Attendance:**

Ed Fortner, General Manager  
Jack Bushgen, Field Manager

**Others in Attendance:**

Lloyd Guccione  
Eric Vaughan, Harris & Associates

### I. CALL TO ORDER (10:03 a.m.)

The properly agendized meeting was called to Order by President Robb-Wilder at 10:03 a.m.

### II. PUBLIC COMMENT (10:04 a.m.)

(None.)

### V. ADMINISTRATIVE (10:04 a.m.) \*

*\*in the order discussed*

**V-A. (10:04 a.m. Discussion/Action re Solicit public input on Public Review Draft of Local Hazard Mitigation Plan. Consultant: Harris & Associates.** Eric Vaughan of Harris & Associates presented the Draft Local Hazard Mitigation Plan and received public comments.

## ADJOURN

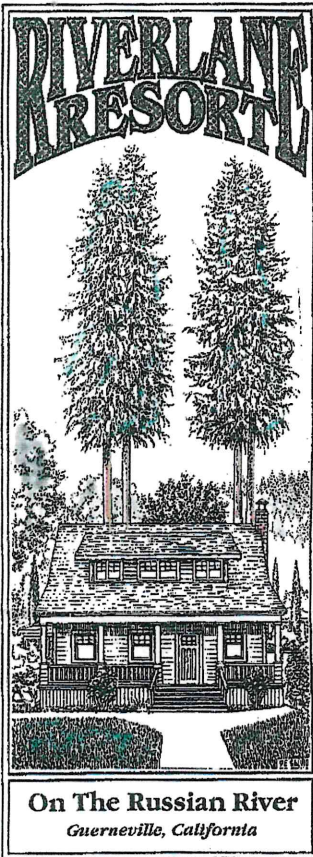
The meeting adjourned at 11:25 a.m.

Respectfully submitted,

Ed Fortner  
Acting Clerk to the Board of Directors

APPROVED:

Gaylord Schaap: \_\_\_\_\_  
Sukey Robb-Wilder: \_\_\_\_\_  
Tim Lipinski: \_\_\_\_\_  
Rich Holmer \_\_\_\_\_  
Larry Spillane \_\_\_\_\_



March 14, 2021

Ed Fortner, General Manager  
Cc: Jack Bushgen  
Julie Kenny  
Board of Directors

Sweetwater Springs Water Dist

MAR 17 2021

RECEIVED

Re: Letter dated March 5, 2021 (attached)  
16320 1<sup>st</sup>. Riverlane Resort  
Accounts 28024811 & 28124811

Escrow closed on Riverlane Resort in March 2020, shortly after we closed escrow Sonoma County went into lock down do to Covid-19. All tourism/overnight stays were shut down. At that time our fifth district supervisor began reaching out to all resort owners with a request to open their resorts to provide housing during this pandemic. At that time many of the resorts in West County began renting month to month, we were one of those resorts. We will be continuing to use the property for housing until we are though this pandemic. I'm not understanding why a decision was made to reclassify our property at this moment in time. Our intention is to use the property for a vacation resort as soon as it's feasible. This property is a commercial, my loan is a commercial, insurance commercial, PG&E commercial and my gas account is commercial. Not sure where the advice came from that the property

sure where the advice came from that the property will no longer be used as a vacation spot.

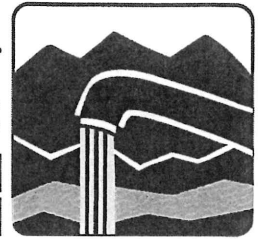
I'm not sure what led to the "intertie" issue that suddenly became an issue upon our purchase, but rather than spend time fighting it I met with Jack to try and understand what the issue was and what exactly made it an issue now. I met with a plumber, contractor and other people that work in the trade and everyone seemed confused. I then set time for Jack to meet with David Quisgaard, my plumber to figure out what we needed to do. Some weeks passed and we met again with several people from Sweetwater Springs, I didn't catch everyone's name but Keith and a tall guy, David was there as well as another person in the trades. After some time, a plan was agreed upon, Keith sent pictures to Jack, called Jack while we were all there and Keith informed us all that Jack approved the solution. So that's what was done. At that time one of the meters was pulled off from a service line.

We have spent tons of money trying to resolve this issue based upon what everyone thought was the accepted solution from Sweetwater Springs. The following is my suggested solution:

1. Honor the agreed upon resolution to the "intertie" issue.
2. Put the meter back on the service line.
3. Keep the classification of the property the same. Reclassifying our property based upon town gossip/rumor seems unethical, unprofessional and I would question the legality.

I look forward to hearing back from you, feel free to email me at [debraj@sonic.net](mailto:debraj@sonic.net) or call 707 481 4838.

**Debra Johnson**  
Owner/Broker  
Berkshire Hathaway Sonoma County Properties  
16315 Main Street  
Guerneville CA 95472  
707 869 4210



March 5, 2021

ED FORTNER, *General Manager*

Debra Johnson  
16315 Main St.  
Guerneville, CA 95446

Re: 16320 First St. (Riverlane Resort)  
Accounts 28024811 and 28124811

Ms. Johnson:

This letter follows up a phone message we left for you last week.

We currently have your account at the above-referenced address classified as a Commercial account. However, it has come to our attention that this property is no longer being used as a vacation resort. Accordingly, we are reclassifying the property as a Residential – Multi-Unit property with 16 living units.

The reclassification will significantly affect your billing. The District charges additional base rate and CDR charges (55% more) for each extra dwelling served by the same water meter whether or not the dwelling is occupied. This additional cost is partially offset by allowing more water usage at our lowest tier pricing. Effective on your next billing statement (to be mailed April 15, 2021) your bi-monthly base rate will increase from \$68.51 to \$633.72, and your CDR Charge will increase from \$12.55 to \$116.09.

Also unresolved is the intertie between your two service lines (one of which is now inactive), backflow prevention equipment required, and the appropriate size for your service line. We will put these issues on hold for a period of 6 months from the date of this letter to give you some time to investigate the intertie and decide whether or not you wish to keep that second service to the property or abandon it in favor of one, larger service line to be installed at your own cost.

Thank you, and call us if you wish to discuss this further.

Sincerely,

Jack Bushgen  
Field Manager

Julie Kenny  
Administrative Manager

# SWEETWATER SPRINGS WATER DISTRICT

**TO:** Board of Directors

**AGENDA NO. V-A**

**FROM:** Ed Fortner, General Manager

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**Meeting Date:** April 1, 2021

**SUBJECT:** Discussion/ Action re Billed Revenue Investigation

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**RECOMMENDED ACTION:** Receive report on Billed Revenue Investigation.

**FISCAL IMPACT:** \$31,000.00

## **DISCUSSION:**

Last year, Bartle and Wells did a cost of service study that recommended 5% water rate increases annually for five years to support \$750,000 annual Capital Improvement costs. The Board approved a 5% rate increase for FY 2020-2021.

In compiling the quarterly actual vs. budgeted report for the February Board Meeting, the District discovered a revenue shortfall. Julie has done further research into the revenue shortfall and determined that it was smaller than was first estimated. Julie and I met with Bartle and Wells Associates several times over the past weeks and confirmed that we had under-collected the targeted 5% revenue increase approved last year. Approximately \$31,000.00 less than the estimated amount projected in the 5% rate increase is estimated to be collected by the Fiscal year-end. This \$31,000 shortfall reflects a ~3.7% rate increase from the previous Fiscal year.

Bartle and Wells are restructuring the Commercial rates to increase Commercial collections. Commercial rates have been under-collected, and Residential has been over-collected relative to Commercial. The change from four tiers to two tiers was quite complicated to achieving the revenue requirement laid out in the cost of service study. Bartle and Wells continue to work with us to establish new proposed rates for FY 2021-2022 budget to collect all approved rate increases and modifies the Commercial and Multi-Family rate to equalize the impacts across our rate classes. We have postponed approval of the FY 2021-2022 budget with any approved rate increases until June to complete this work.

# SWEETWATER SPRINGS WATER DISTRICT

**TO:** Board of Directors

**AGENDA NO. V-C**

**FROM:** Ed Fortner, General Manager

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**Meeting Date:** April 1, 2021

**SUBJECT:** FY 2020-2021 CIP and Community Development Block Grant (CDBG) Funding Status Update

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**RECOMMENDED ACTION:** Receive status report for FY 2020-2021 CIP.

**FISCAL IMPACT:** N/A

## **DISCUSSION:**

The FY 2020-2021 CIP includes ~5,600 linear feet of 6" HDPE water main replacement along Old River Rd and Woodland Drive. The existing water mains consist of 4" and 6" galvanized pipe and has 20-25 lead goosenecks connected to the service lines. These lead materials are required to be removed as soon as possible by the State Water Resources Control Board (SWRCB). Sweetwater Springs Water District included this lead material removal in a plan submitted to the SWRCB. The removal of these lead materials will remove all known lead materials in both the Guerneville and Monte Rio systems. The galvanized lines have had numerous leaks and failures over the years and represent a bottleneck in the Guerneville system between earlier Capital upgrade projects. The grant funding for this project was based, in part, on replacing these substandard materials.

John Wanger and Steve Van Saun, from Coastland, met virtually with the Field managers and me on February 16th to discuss comments on the 90% design plans. Coastland submitted 90% design plans for the project in early January 2021. Staff and the Engineer should finalize the plans very soon. Coastland submitted the final Environmental Report to the District on January 26<sup>th</sup>. Attached are the updated timelines and payment schedule for the project.

The Board will need to approve the next step of advertising the project for bids in the next few months. My recommendation is to wait before putting the project out to bid to clarify the CDBG and EDA funding.

Another approved project for FY 2020-2021 became a priority due to Sonoma County's paving schedule. Main Street in Monte Rio is scheduled for paving for late Summer or early Fall. There is 1,040 feet of four-inch failing steel water main that will be replaced with six-inch HDPE before the paving.

I reached out to Supervisor Hopkin's office to get a response from the Community Development Commission (CDC) about our Community Development Block Grant (CDBG) funding for the FY 2020-2021 CIP design and planning costs (\$115,900). President Robb-Wilder and I met with Tina Rivera and the CDC on January 20<sup>th</sup> and 27<sup>th</sup>. On February 15<sup>th</sup>, we received the grant agreement. We received the fully executed contract on February 23<sup>rd</sup>. We received the first reimbursement request for the \$115,920 grant of \$93,000.00. We will be resubmitting the application to CDBG in April for the construction phase of the Old River Rd/ Woodland Drive project.

# SWEETWATER SPRINGS WATER DISTRICT

**TO:** Board of Directors

**AGENDA NO. V-D**

**FROM:** Ed Fortner, General Manager

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**Meeting Date:** April 1, 2021

**SUBJECT:** Local Hazard Mitigation Plan (LHMP) Update

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**RECOMMENDED ACTION:** Receive report from the General Manager. Update of the Local Hazard Mitigation Plan.

**FISCAL IMPACT:** \$30,074

## **DISCUSSION:**

At the August 6th Board meeting, the Board approved Harris and Associates to undertake and complete a Local Hazard Mitigation (LHMP) to help the District qualify for FEMA grants. Eric Vaughan, with Harris and Associates, Jack Bushgen, Julie Kenny, and I participated in the first Planning Committee meeting on September 4th.

The Committee and the public's second meeting were conducted as a special called Board meeting on October 22<sup>nd</sup>.

The fourth Committee meeting was held on January 13, 2021. Jack Bushgen and I attended with Harris and Associates and finalized the mitigation spreadsheet.

The Committee has reviewed final mitigation measures and the draft Hazard Mitigation Report as of February 22<sup>nd</sup>. On March 4<sup>th</sup> Harris will submit the Public Review draft to the District. The draft will be posted on our website, and we will encourage public input. The second and last Public Workshop was held as a Special Board meeting for final feedback from the public and the Board on the draft Final Report on March 21<sup>st</sup>. After the second Public Workshop, the final draft of the plan will go to the Board with revisions based on the March 21<sup>st</sup> meeting. The final draft will then be submitted to CalOES and FEMA for final approval. The Sweetwater Board will give final approval of the plan (tentatively) at the June 3<sup>rd</sup> Board meeting. The revised work schedule is attached.



**HARRIS AND ASSOCIATES**  
**LOCAL HAZARD MITIGATION PLAN**  
**PROJECT SCHEDULE**

<b>Months</b>	<b>Key Tasks</b>	<b>Meetings &amp; Workshops</b>	<b>Key Milestones/ Deliverable</b>
<b>July 2020</b>	-Pre-Meeting with Project Manager -Existing Document Review -Identify Required Participants -Invite Plan Participants -Establish Planning Committee -Document the Planning Process -Identify and Review District Assets	Pre-Meeting	Fully Executed Professional Services Agreement
<b>September 2020</b>	Assess and Select Hazards of Concern	Planning Committee Meeting #1: Kickoff and Select Hazards of Concern (September 4 <sup>th</sup> )	Draft Element A: Planning Process
<b>September October 2020</b>	Conduct Risk Assessment for Selected Hazards	Planning Committee Meeting #2: Solicit Feedback on Risk Assessment (October 22 <sup>nd</sup> )	Draft Element B: Risk Assessment
<b>December 2020</b>	-Develop Mitigation Goals -Develop and Launch Online Survey -Prioritize Mitigation Actions -Develop Action Plan	-Planning Committee Meeting #3: Solicit input on Mitigation Actions (December 10th)  -Public Workshop #1: Solicit Public Input on Risk Assessment & Mitigation Actions (December 10th)	-Public Survey  -List of Mitigation Strategies from Planning Committee
<b>January 2020</b>	-Draft Element C	-Planning Committee Meeting #4: Plan Maintenance, Evaluation and Updates	-Draft Element C: Mitigation Strategies
<b>February 2021</b>	-First Draft Plan submitted to Planning Committee -Integrate feedback from Planning Committee and Board		-Submit first draft Plan to Planning Committee
<b>March 2021</b>	-Public Review Draft -Revise Public Review Draft as necessary to include public input	Public Workshop #2: Solicit Public Input on Public Review Draft (March)	- Post Public Review Draft

<b>April 2021</b>	Cal OES Review		Cal OES Review Draft
<b>May-June 2021</b>	FEMA Review		FEMA Review Draft
<b>June-July 2021</b>	SSWD Board Adoption	SSWD Board Meeting	Approved and Adopted LHMP

# SWEETWATER SPRINGS WATER DISTRICT

**TO:** Board of Directors

**AGENDA NO. V-E**

**FROM:** Ed Fortner, General Manager

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**Meeting Date:** April 1, 2021

**SUBJECT:** Discussion/ Action re 2020 Urban Water Management Plan

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**RECOMMENDED ACTION:** Receive report on the 2020 Urban Water Management Plan.

**FISCAL IMPACT:** n/a

**DISCUSSION:**

The 2020 Urban Water Management Plan (UWMP) is a detailed plan required by the Water Resources and Control Board every five years by all Public Water Systems (PWSs) with a population served greater than 3,300. The District has completed the UWMP in 2005, 2010, and 2015. The required scope of the plan has grown dramatically over the years. The UWMP focuses primarily on water shortage, drought conditions, and the associated PWS efforts to respond to these emergencies. The UWMP lays out mitigation efforts to reduce these water supply challenges through conservation and partnerships. The development of the plan requires coordination among water stakeholders in the area that include Sonoma County, the Russian River Sanitation District, and the Sonoma County Water Agency. If the District does not complete this required plan, funding through State grants and loans would not be available.

The 2020 UWMP is due for submittal to the Water Board by July 2, 2020. I will bring a draft of the plan to the Board at the June Board meeting for review and comments.

## SWEETWATER SPRINGS WATER DISTRICT

**TO:** Board of Directors

**AGENDA NO. VI**

**FROM:** Ed Fortner, General Manager

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**Meeting Date:** April 1, 2021

**Subject:** GENERAL MANAGER'S REPORT

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**RECOMMENDED ACTION:** Receive report from the General Manager.

**FISCAL IMPACT:** None

### **DISCUSSION:**

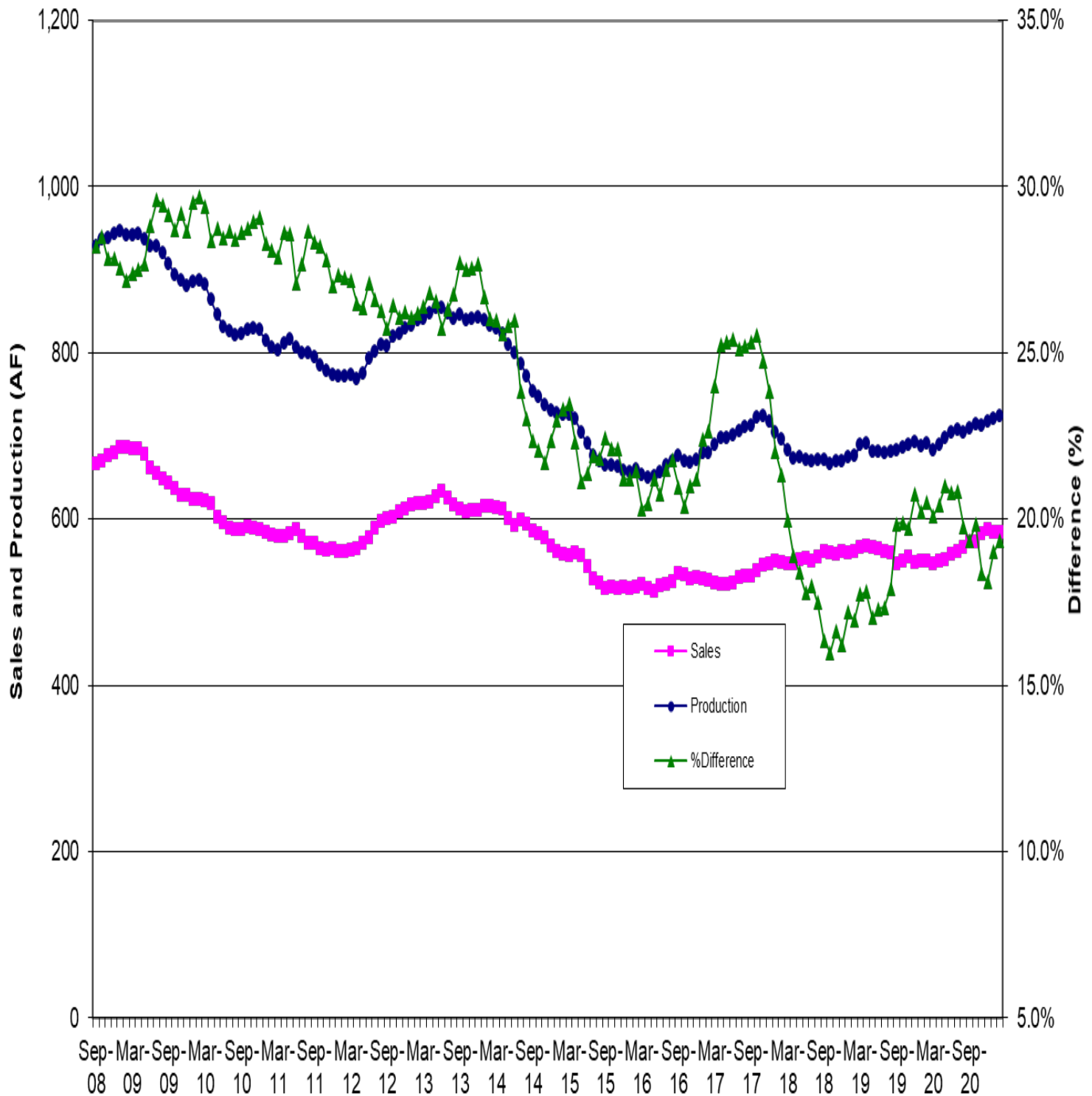
- 1. Laboratory Testing:** Water quality tests confirm that all SSWD water meets all known State and Federal water quality standards. Our Consumer Confidence Reports (CCRs) were completed and approved by the Water Board. We will be mailing the CCRs out in the next billing cycle. The Annual Reports for Guerneville and Monte Rio were submitted to the Water Board for review.
- 2. Water Production and Sales:** Water sales in February were 12,846 units (29.5 AF Monte Rio cycle), and production was 36.9 AF. Compared to one year ago, sales were higher, and production was lower (29.4 AF and 32.1 AF, respectively). Figure 1 shows sales, production, and % difference for the combined systems; the water loss trend was up this month as a running twelve-month average (19.3%). Looking at the data over the last ten years, water production has dropped approximately 29%, and sales have dropped 18%. The water loss percentage was around 30% and now is in the 15-20% range. Much of the production and water loss drop can be attributed to capital projects.
- 3. Leaks:** In March, we had seven total leak repairs with 103 hours on them. Six leaks were in Guerneville, and one was in Rio Nido. All leaks were in older lines. That is more leaks and more person-hours than the prior month and more leaks and more person-hours than March one year ago (3 and 15). Figure 2 shows service and main leaks separately with a total leak line as well. For Calendar Year 2020, total leaks were 99, up from 78 in 2019. This year was a drought year following a very wet year, and many of the repairs were due to ground shifting. Also, 52 leaks were on mains, and 48 were on service lines. In 2019 47

leaks were on mains, and 31 were on service lines. Looking at the leaks chart over the last ten years, we've come down from around 300 leaks per year to under 100 - quite a difference and very noticeable in what the field crews are able to do - address ongoing issues with in-house projects instead of chasing leaks every day.

- 4. Guerneville Rainfall:** February rainfall was 3.0", which is lower than the long-term average month and puts the yearly total (15.39") below the long-term annual average. Indications are we will experience another drought year in 2021.
- 5. In-House Construction Projects:** There were two in-house construction projects in March. A new one-inch service was established at 15163 River Rd in Guerneville, and one hundred feet of one-inch water line was replaced at 19232 Old Monte Rio Rd. in Monte Rio.
- 6. Lower Russian River Community Advisory Group Governance Meeting:** There was a remote meeting of the LRRCAG on March 25th to discuss Wastewater solutions for Monte Rio and Villa Grande. The process is moving forward with the Request for Qualifications for the Feasibility Study to be issued soon. I have been participating in the Interagency Team meetings and the Sacramento State Governance meetings.
- 7. Guerneville Park Resort Update:** The developers submitted plans and a deposit check for \$5,000 and signed the reimbursement agreement. Coastland and Sweetwater staff reviewed plans before issuing a will-serve letter. The District issued a will-serve letter that Coastland and our Board Council reviewed. I forwarded the will-serve letter to Permit Sonoma so they can issue their permit to the Developer.
- 8. Monte Rio Bridge Project:** I emailed Supervisor Hopkin's office to request that the County pay for the water main replacement on the new Bridge due to start construction in 2024. I have not heard back from her office at this time. Alisha O'Loughlin, the County liaison with the Lower Russian River CAG, has offered to assist with the appeal to Supervisor Hopkins for the County to bear the District water main attachment cost.
- 9. Mt. Jackson Debris Removal:** I investigated the contracts and insurance policies from Crown Castle and Crystal Communications. The Board Council and I agree that there is no requirement for either of the leases to pay for the fire damage. Also, if we did use any insurance money, that would disqualify us for FEMA grant funds.
- 10. Monte Rio Main Street Waterline Replacement Project:** The Contract with Coastland was executed, locates were completed, and the project has begun. We expect 2-4 weeks to complete.

- 11. Personnel:** The District is advertising for an entry-level Water Maintenance Treatment Operator position due to Kevin Gonzalez leaving the District.
  
- 12. Grants Update:** I have been coordinating with FEMA and CalOES to fund damages due to the Walbridge Fire (DR-4558) at our Mt. Jackson site ("A" category) for debris removal. Piazza revised their quote due to our coordination with Cal Fire, who are undertaking the clearing of the portion around the County radio tower site. FEMA funding has been determined at 75% reimbursable, so the District may be responsible for up to 25% of the cost. FEMA has the application in the final stage of the approval process.  
  
I reached out to Supervisor Hopkin's office to get a response from the Community Development Commission (CDC) about our Community Development Block Grant (CDBG) funding for the FY 2020-2021 CIP design and planning costs (\$115,900). President Robb-Wilder and I met with Tina Rivera and the CDC on January 20<sup>th</sup> and 27<sup>th</sup>. On February 15<sup>th</sup>, we received the grant agreement. I signed and returned the contract. We have received the final executed contract. We received the first reimbursement request of \$93,000.00 for the project.
  
- 13. Property Tax Lien Policy Change:** Sukey, Gaylord, and I met on October 8<sup>th</sup> and had a thorough discussion about the Policy changes related to Property Tax Liens. We will continue to meet and finalize the draft policy soon.
  
- 14. Gantt Chart:** The Gantt Chart is updated for April 2021.
  
- 15. Covid Update:** The District personnel were moved to the Emergency Worker category and are now eligible to receive the Covid vaccine.
  
- 16. Economic Impact of no Disconnects for Non-payment:** The total uncollected amount in this Monte Rio billing cycle due to non-payment with the non-Disconnect Executive Order is **\$6,203.05**. This amount is tracking upward. The chart is updated with separate columns for billing cycles. We will continue to follow this amount.

**Figure 1. Water Production and Sales 12 Month Moving Averages  
Sweetwater Springs Water District Since September 2008**



**Figure 2. Sweetwater Springs Water District Main and Service Pipeline Breaks  
Moving Annual Average Since September 2008**

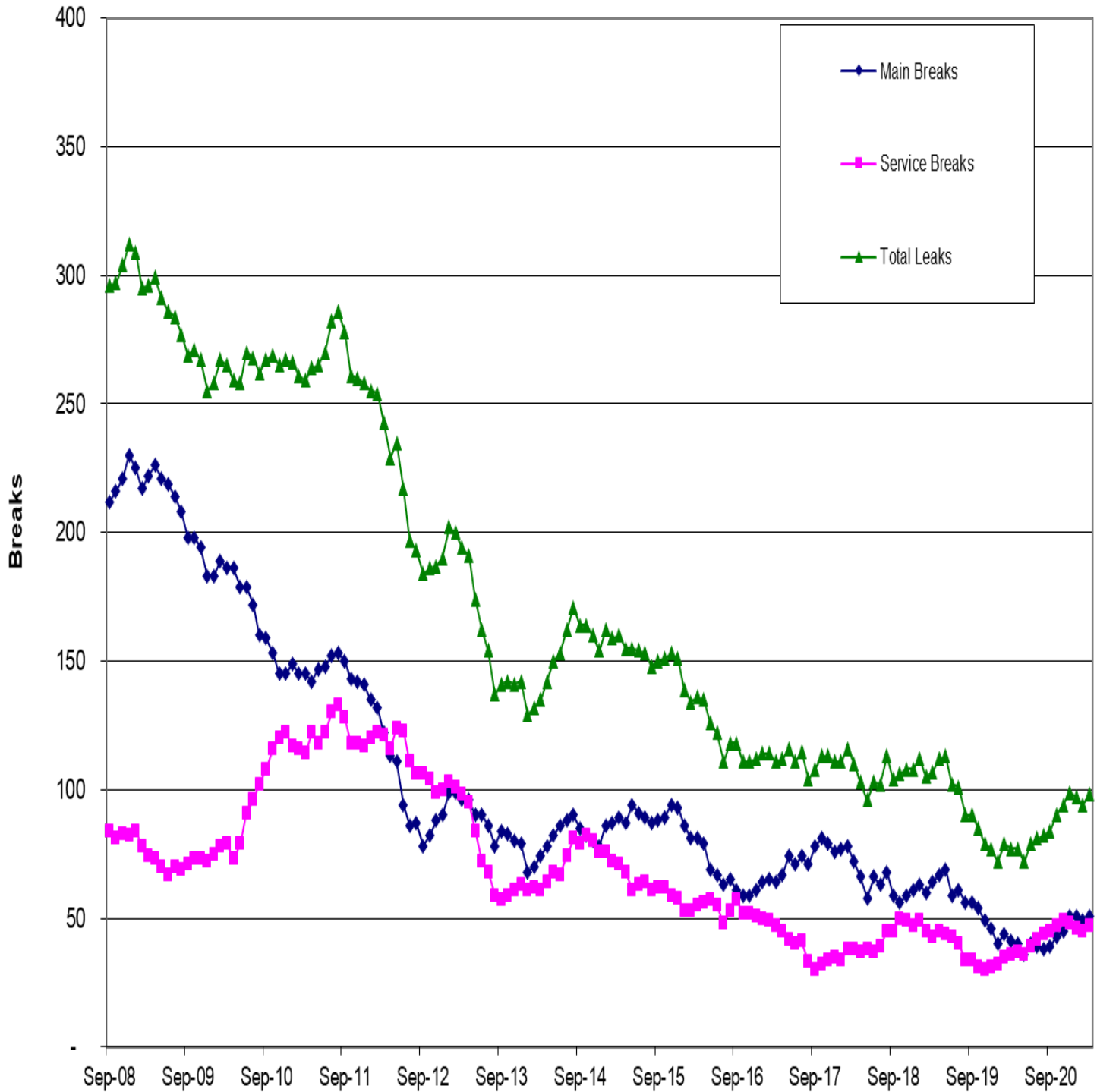
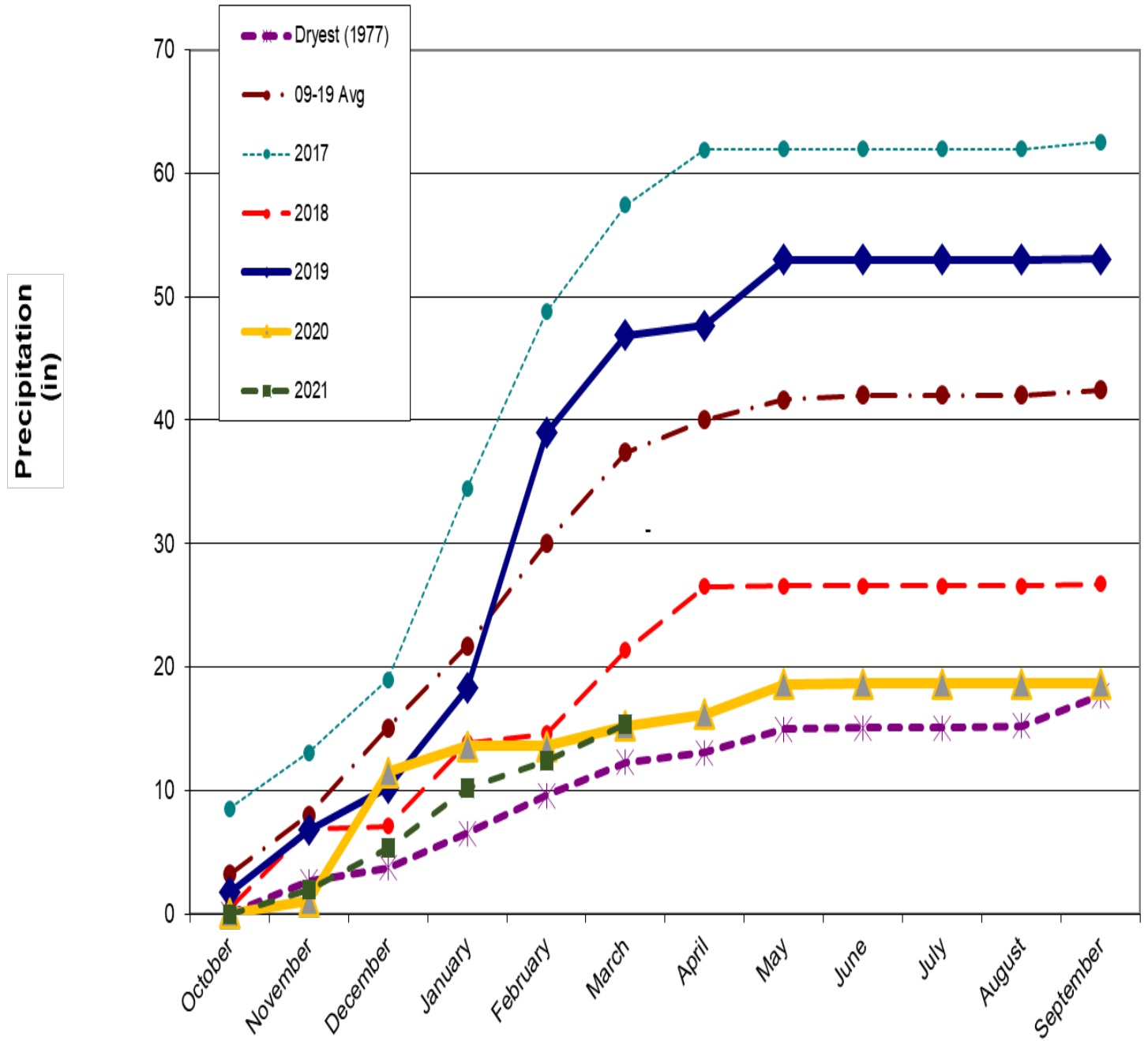




Figure 3. Guerneville Cumulative Monthly Rainfall



<b>Tracking the Economic Impact of Suspending Water Disconnects for Non-payment</b>					
<b>EVEN CYCLE</b>			<b>ODD CYCLE</b>		
<b>Billing Date</b>	<b># of Customers whose prior bill was still unpaid when next bill mailed</b>	<b>\$ Value of Past Due Amounts** (including unpaid customer deposits)</b>	<b>Billing Date</b>	<b># of Customers whose prior bill was still unpaid when next bill mailed</b>	<b>\$ Value of Past Due Amounts** (including unpaid customer deposits)</b>
2/15/2020 (Historical disconnect procedure)	0	\$0	3/15/2020 (SB 998 extends time before disconnect)	10	\$1,565
4/15/2020 (Exec. Order N-42-20: Disconnects completely suspended)	24	\$4,096	5/15/2020	5	\$594.02
6/15/2020	9	\$2,947.56	7/15/2020	8	\$1,261.02
8/15/2020	7	\$2,464.32	9/15/2020 (Suspended delinquency process due to wildfire.)	57	\$7,646.52
10/15/2020	16	\$5,094.43	11/15/2020	18	\$4,406.13
12/15/2020	23	\$7,260.48	1/15/2021	20	\$3,766.59
2/15/2021	35	\$11,140.50* (\$3,555 of this total is one customer)	<b>3/15/2021</b>	<b>18</b>	<b>6203.05</b>

*As of 3/15/2021, 17 customers have entered into COVID-19 Agreements. These customers are not included in the numbers above if their COVID Agreements are in good standing.*

